

Form OOS 2

Instructions:

1. To be completed by **all relevant students** i.e. Students with Out-of-School Subjects and Out-of-School Learners, **with the exception of students studying non-curricular languages**
2. It is important that **a separate form** should be completed **for each subject**

Important Note

If you are attending one of the eleven private colleges* on a fulltime basis and you are entered for your examinations through the college, you do not need to complete this form as you are most likely to be treated as equivalent to a school-going candidate for the purposes of an Accredited Grade. In this instance, the private college will oversee the submission of an estimated percentage mark for you and therefore you do not need to complete this form or follow this process. If you are anyway unsure you should contact the private college to clarify this matter with them immediately.

**Leinster Senior College, Ashfield College, Institute of Education, Yeats College Waterford/Cork, Bruce College Cork, Limerick Tutorial College, Dean College, Hewitt College, The Rye Institute, The Dublin Academy of Education*

A. Student, subject and level details

Student's name:			
Student's examination number:			
Postal address:			
E-mail address:			
Telephone number:			
School / host school roll number:			
Subject:			
Level entered on Candidate Self Service Portal (CSSP)	Higher	Ordinary	Foundation
Teacher's/tutor's name as relevant:			
Teacher's/tutor's telephone number, as relevant:			
Teacher's/Tutor's email address, as relevant:			
Have you been granted a Reasonable Accommodation at the Certificate Examinations (RACE)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If you have ticked yes above you must provide supporting documentation with this application form		

NB: students applying for an Accredited Grade in subjects with coursework components should nominate the teacher in a recognised school who would have authenticated their coursework for examination purposes as the teacher providing them with tuition outside of school, Further information is provided in Section 4.4.1 of the Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)

B. Application route

In relation to the subject named in part A, please select a, b or c below:

- (a) The person providing my tuition outside of school is a registered teacher
- (b) The person providing my tuition outside of school is not a registered teacher
- (c) I am studying the subject independently and not engaged in tuition outside of school

C. Declaration of student

I confirm that all information provided is correct and I agree to the school sharing relevant information such as reasonable accommodation(s) granted for Leaving Certificate 2021 with relevant parties in the determination of an estimated percentage mark where appropriate. As relevant, I have attached documentation relating to the Reasonable Accommodations at the Certificate Examinations.

Signature:	Date:
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The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed in advance of being scanned and emailed or posted.

A hard copy/electronic version of this signed form must be returned by to the Accredited Grades Aide in _____